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U.S. Office of Civilian  
Defense

Handbook for the U.S.  
Citizens Service Corps

Washington, D.C.

1942

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# HANDBOOK

## FOR THE UNITED STATES CITIZENS SERVICE CORPS

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*Advance Copy*

U. S. OFFICE OF CIVILIAN DEFENSE

August 1942

WASHINGTON, D. C.

Illustrated copies of this Handbook  
will be available later

## THE UNITED STATES CITIZENS SERVICE CORPS

*The United States Citizens Service Corps* is an army of unpaid civilian workers, mobilized to do the many civilian war jobs that must be done to keep the home front strong. As the Citizens Defense Corps comprises a force trained in protection against enemy air attack, so the Citizens Service Corps is charged with responsibility of leading the fight against inefficiency, insecurity, and poor health within the community, and thus of increasing the total striking power of the nation.

**WHO MAY JOIN.** Anyone may join provided he is willing to give his spare time to volunteer war work on the home front. All persons in the United States, its territories and possessions, without distinction as to race, color, sex, or religion, are eligible for membership, once they have fulfilled the requirements. Many of the volunteers will be eligible to membership because of their service in established agencies engaged in activities important to the war effort. It is the policy of the Citizens Service Corps to encourage to the fullest extent the work of established agencies. For existing volunteer groups working with such agencies, membership in the Citizens Service Corps is a recognition of the service which they are already rendering. In addition, just as the Citizens Defense Corps includes new protective services as needed, the Citizens Service Corps may include volunteers organized directly under committees of the local Defense Council when new activities are required which cannot satisfactorily be performed through existing agencies.

**HOW TO JOIN.** Persons sixteen or over may register with the Volunteer Office of their local Defense Council or, if a Volunteer Office has not yet been established, with the Defense Council directly. Boys and girls under sixteen should inquire of their teachers or club leaders how they may join the Service Corps.

The local Defense Council, through its Service Corps executive, has the power to decide who should be admitted to the Service Corps in its community. Not all communities will need the same services; therefore, not all Councils will demand exactly the same qualifications. But all Councils will ask that candidates be qualified in one of these three ways:

1. By completing a prescribed training course, officially approved by the Council, in preparation for a volunteer work assignment.
2. By completing a prescribed period of apprenticeship, mutually agreed upon by the agency using the volunteer and by the local Civilian Defense Volunteer Office.

3. By completing fifty hours of work, for which no specific training course is required, in a volunteer position approved by the local Defense Council through its Volunteer Office.

Some persons in the community will already have completed the required amount of work in an approved position and will thus immediately be eligible for membership.

The only type of training course which qualifies a person for membership in the Service Corps is one which prepares that person for *community* war service. Housewives who take nutrition courses solely for the purpose of feeding their families better, and other persons assisting in the war effort by saving needed materials, by buying war bonds and stamps, or by cooperating in similar ways, are not thereby eligible for membership in the Service Corps. A person who enters the Corps by completing an approved training course will not be allowed to continue in membership if he fails to give community war service. Hence, the Corps is not merely a training school; it is, in the best sense, a *service* corps.

An *introductory course in the Community's War Program* should be organized and conducted under the auspices of the Defense Council. This course should deal with the meaning of total war, the impact of the war on the community, the Defense Council as a unit for mobilizing community resources, including manpower, and the regulations and activities of the Defense Corps and the Service Corps.

*Basic training courses* in preparation for volunteer service in the Service Corps should be drawn up and conducted by the agencies engaged in the specific field of work. Such courses must be approved by the Defense Council. Certain agencies, both public and private, will already have training programs recognized as adequate by the community. In such cases, the entrance requirements, training courses, and performance schedules for volunteers used by these agencies have often been carefully worked out and should, therefore, be accepted by the Defense Council.

Some jobs in the Service Corps do not require formal training. Volunteers serving in such jobs will ordinarily attain membership in the Corps through a period of apprenticeship or the giving of 50 hours of service.

*Service opportunities* for the Corps are many and varied. In general, they include whatever volunteer work—outside of civilian protection—the community needs to prepare itself for war. Members of the Service Corps receive instruction from, and work under, the supervision of the community agency or committee of the Defense Council to which they are assigned. Working instructions are not issued directly to them by the head of the Defense Council or the executive of the Service Corps.

Clerical workers are needed in virtually all divisions of the Corps. They may take the training course for the unit in which they are serving, but are not required to do so.

Service opportunities and training courses for professional volunteers are not described in the following pages, since it is assumed that the volunteer work which professionals will perform will parallel professional service in that field. Their training, if any, will be of a refresher nature.

The *insigne* of the Corps is a red block V placed in the center of a white equilateral triangle, a red C and a red D placed respectively to the left and the right of the V and half its size, and the white triangle embossed on a circular field of blue.

*How a member is appointed.* The local Defense Council should appoint an executive of the Citizens Service Corps to keep records and control admissions to the Corps, in accordance with the general requirements set forth above. This executive or his representative will appoint qualified persons who have applied for membership.

Existing agencies, using organized groups of volunteers in the extension of well-established programs in support of the war effort, will often have adequate training and service requirements. The executive of the Service Corps, with the approval of the Defense Council, should make arrangements to accept for membership volunteers whose names have been certified to the executive by the agencies using their services, on the basis of the established training and service requirements of the agencies.


Each appointee shall take an oath to defend and uphold the Constitution of the United States and to perform properly all duties as a member of the Service Corps. The appointee shall then be entitled to wear the insigne of the Corps until his membership is terminated. Membership of any person who willfully fails to perform the volunteer duties to which he is assigned as a member of the Service Corps may be terminated by the executive of the Service Corps upon recommendation of the agency, organization, or committee of the local Defense Council which is supervising and using the services of the member.

A *Certificate of Membership* may be furnished by the local Defense Council to all persons appointed to the Corps. A sample certificate is shown in this booklet. These Certificates of Membership are official articles and must be manufactured and distributed in accordance with Regulations No. 2 of the Office of Civilian Defense, except that permission has been granted to manufacture and sell these Certificates of Membership without a License.

Identification cards bearing the official insigne may also be issued to members of the Corps.

*This handbook* is for the use of persons desiring to volunteer in the community war services, Defense Councils and their Volunteer Offices, and agencies using the services of volunteers. It is not intended as a guide for Defense Council organization and operation, nor as a comprehensive statement on the use of volunteers. Defense Councils and agencies using volunteers should consult other publications of the Office of Civilian Defense and publications of other Federal agencies engaged in particular aspects of the war program.

UNITED STATES OF AMERICA



*Certificate of Membership*

*This certifies that*


---

*has fulfilled the necessary requirements, and  
by reason of service to his country  
is hereby designated  
a member of the*

**UNITED STATES CITIZENS SERVICE CORPS**

*of* \_\_\_\_\_

*Dated* \_\_\_\_\_



\_\_\_\_\_  
{Authorized Official}

OCD Form No. 703

This form should be strictly followed except that:

- The name of the State and/or community may be added under the heading "United States of America".
- The Certificates may be printed in one color (either black or blue) or in two colors (red and blue).
- The size may be varied from 8 x 12 inches to 9 x 12 inches to accommodate stock forms.
- Provision may be made for signature by such person or persons as shall be approved by the local Defense Council.

## SALVAGE FOR VICTORY PROGRAMS

"America must have raw materials to make the weapons our fighting men need for victory. Many of these materials can be made from so-called waste and scrap. Salvage now—for victory."

**PERSONNEL.** Adults and young people, boys and girls—energetic, willing workers.

**SERVICE OPPORTUNITIES.** Under supervision of the Salvage Committee of the local Defense Council:

Assist in organization and promotion of the community's salvage campaign.

Help organize and conduct the salvage drive in organizations and neighborhoods.

Assist in listing agencies, schools, and other organizations now engaged in salvage or desiring to take part.

Arrange for pick-up of collections by waste materials dealers, social agencies, or others.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in the salvage-for-victory program should be developed by the Salvage Committee of the Defense Council and formally approved by the Defense Council. The course should deal with such subjects as industry's needs for waste materials, methods of organizing and promoting the Salvage Campaign, local agencies engaged in collection and conversion of salvage, and responsibilities of volunteers.

**RECOMMENDED READING.** "War on Waste" series, American Junior Red Cross, 1942.

"Salvage-for-Victory Program." War Production Board, Bureau of Industrial Conservation, 1942.

"War Against Waste." War Production Board, Bureau of Industrial Conservation, 1942.

## WAR STAMP AND WAR BOND SALES

"Buying a war bond is buying a share in America's future."

**PERSONNEL.** Good salesmen, young and old; experienced persons who can organize sales campaigns or promote sales; teachers who can train salesmen.

**SERVICE OPPORTUNITIES.** Selling bonds and stamps and taking pledges for bonds and stamps.  
Organizing sales campaigns.  
Training other salesmen.

**RECOMMENDED TRAINING.** The prospective salesman should have all technical information about war savings bonds and stamps, and the general aims and methods of the war savings program. If he is not an experienced salesman, he should have some training or guidance in salesmanship.

**RECOMMENDED READING.** "Defense Savings Bonds and Stamps." Treasury Department, 1941.

"Handbook for Canvassers of Pledge Campaign." Treasury Department, 1942.

"How Your Money Is Being Spent for the Defense of America." Treasury Department, 1941.

"Mrs. Brown Buys Bonds for America's Future." Treasury Department, 1941.

"Pledge Campaign, Information and Suggestions to Chairmen and Administrators, State and Local Committees of Defense Savings Staff." Treasury Department, 1942.

"Land of the Free." Treasury Department, 1941.

Miscellaneous Folders on defense savings for various groups, such as farmers, government workers, housewives, and others, published by the Treasury Department, 1941.

## FAMILY SECURITY SERVICES

"The morale of the soldier must not be weakened by threats to his family's safety and comfort. The speed of our production must not be slowed down by strains and uncertainties surrounding the families of our workers."

**PERSONNEL.** Adults and young people of mature judgment, objective viewpoint, and ability to safeguard confidential information.

**SERVICE TO—**Families broken up because of military service or employment in war industry; families needing assistance because of military casualties; families needing assistance because of displacement unemployment; families having difficulty in adjusting to new communities, new schools, new jobs, and new home conditions, to which they have been brought by war.

**SERVICE OPPORTUNITIES.** Assist staffs of family welfare agencies in making Selective Service investigations, investigating the possibility of suitable employment for applicants and recipients of public assistance, serving as receptionist in the office, making visits to newcomers in a war industry community, assisting with inquiries from agencies in other cities, and checking records to verify essential information such as birth dates, property ownership, and school attendance.

Assist Traveler's Aid Societies in giving information in railway, bus, and airline terminals.

Assist Legal Aid Societies in giving advice to families in connection with Soldiers' and Sailors' Civil Relief Act and other matters.

Serve as member of Red Cross Staff Assistants Corps and Home Service Corps.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in family security programs should be developed locally by family welfare agencies in the community and approved by the local Defense Council. This course should deal with such subjects as family problems, agencies serving families, casework principles, the purpose and confidential nature of records, and volunteer-agency relationships.

**RECOMMENDED READING.** "Volunteers in Family Security." Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

"Volunteers in Family Service." Family Welfare Association of America, 1942.

## CHILD CARE SERVICES

**"Working mothers must be relieved of the day care of their children. Fathers in the armed services must be relieved from worry over their children. Children must be safeguarded—and they can be safeguarded—in the midst of this total war . . . so that they will be strong to carry forward a just and lasting peace."**

**PERSONNEL.** Adults and young people who like and understand children.

**SERVICE TO—**Children whose parents are mobilized for war or war production; children subject to neglect, exploitation, or undue strain because of the war.

**SERVICE OPPORTUNITIES.** Assist in day nurseries, nursery schools, and play groups, and in organizing neighborhood nurseries, where necessary.

Aid in the organization of care for children left homeless by war; help locate possible foster homes for investigation.

Assist in wartime health education programs for parents; organize health study groups and plan programs to meet the unusual drains on health in wartime; supervise sewing projects and the making of home equipment for care of children.

Assist in the daily care of children in hospitals, convalescent homes, or other institutions left short-handed by war; help in diet kitchens, dormitories, and supply rooms; supervise play periods, rest periods, and occupational therapy.

Assist in securing facts about wartime needs of children in the community; aid in organizing groups to study these needs and ways of meeting them; participate in planning and securing community support for essential child care programs.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in child-care program should be developed locally by agencies working in this field, and approved by the Defense Council. The course should include a background of information concerning the normal development and every-day care of children, their problems and special needs,

and the community services available. This may be supplemented by study and practice in a specific field of child care. For suggestions as to the nature of this course, see "Volunteers in Child Care," listed below.

**RECOMMENDED READING.** "Volunteers in Child Care." Office of Civilian Defense with the cooperation of the U. S. Children's Bureau, Department of Labor, and the Office of Defense Health and Welfare Services, 1942.

"Children Bear the Promise of a Better World." Children's Bureau, 1941, 1942. A series of pamphlets under above general title, discussing such subjects as child health, proper food, and safeguarding of children whose mothers work.

"Community Program of Day Care for Children of Mothers Employed in Defense Areas," Children's Bureau, 1942.

"To Parents in Wartime." Children's Bureau, 1942.



## HEALTH AND HOSPITAL SERVICE

"In time of war, the U. S. needs Us strong."

**PERSONNEL.** Adults and young people who meet special requirements for the field of health service.

**SERVICE TO—**Ill and injured persons in areas where professional medical service has been reduced due to requirements of the Armed Forces, or to increasing demands on peacetime facilities.

**SERVICE OPPORTUNITIES.** In clinics and hospitals, convalescent homes, institutions for the handicapped, in health associations, in tuberculosis, cancer and social hygiene societies, in public health nursing programs, and in local health departments.

Serve as First Aid teacher and Home Nursing teacher.

Serve as health department assistants—receptionist, messenger, clinic assistant, research assistant, statistical assistant, and information center clerks for health department buildings.

Serve as hospital ward assistant for such duties as directing visitors, keeping bedside tables in order, delivering mail and books to patients, making telephone calls for patients; as clinic assistant for such duties as directing patients to proper rooms, putting clinic rooms in order, cleaning equipment trays, helping patients to dress, weighing and measuring patients.

Serve as laboratory assistant—general laboratory helper to care for equipment, technician's assistant to prepare equipment for specific procedure.

Serve as medical social service assistant—receptionist, interpreter, operator of clothing storeroom, making arrangements for convalescent care and appliances.

Serve as occupational therapy assistant—assisting with craft instructor, assisting patients from wards to occupational therapy department, helping patients obtain work materials, putting rooms in order after work periods.

Serve as physiotherapy assistant—assisting patients from wards to physiotherapy department, helping patients dress and undress, putting treatment rooms in order, assisting with baths or other simple treatments under supervision.

Serve as member of American Red Cross Hospital and Recreation Corps—to assist in maintaining morale of service and ex-service men in hospitals, providing recreational work for patients, receptionist.

**RECOMMENDED TRAINING.** In addition to the general introductory training in the community's war program, specific training courses are available from hospitals and health agencies to prepare volunteers for work in some of the fields of health and hospital services. For suggestions as to these courses, see "Volunteers in Health, Medical Care and Nursing," listed below.

**RECOMMENDED READING.** "Volunteers in Health, Medical Care and Nursing," Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

Community Health Series Folder No. I. "Wake Up Main Street!" Public Health Service, 1941.

## NUTRITION SERVICES

"Two out of five of us are suffering from hidden hunger though we live in a country which produces an abundance of every kind of food. The startling new facts in nutritive science are parts of our arsenal of war."

**PERSONNEL.** Adults and young people who are interested in nutrition.

**SERVICE TO—**Workers in war industries, farmers and farm workers, school children, and housewives faced with war scarcities.

**SERVICE OPPORTUNITIES.** Work with local Nutrition Committee of the Defense Council or local nutrition committees recognized by the Defense Council, and in related programs or agencies devoted primarily to nutrition; participate in group-feeding projects in war production factories and defense areas; advise on food buying and preparation; assist in planning nutrition institutes and conferences; serve as members of American Red Cross Canteen Corps.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in nutrition programs should be developed locally by agencies authorized by the State Nutrition Committee, such as local Red Cross Chapters, Extension Service of the Department of Agriculture, public schools and universities and colleges offering courses in food and nutrition. The basic training course must be approved by the Defense Council. It should deal with such subjects as the purpose of the National Nutrition Program, fundamentals of nutrition and food preparation, and their application to problems such as provision of school lunches, use of available food surpluses, and industrial feeding programs.

**RECOMMENDED READING.** "Volunteers in Nutrition." Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

"Are We Well Fed?" Department of Agriculture, 1941.

"Consumers' Guide." Department of Agriculture. Monthly.

The National Nutrition Conference for Defense, June 13, 1941. Vol 56, no. 24, of Public Health Reports, U. S. Public Health Service.

"Nutrition Education in School Program." Office of Education, Federal Security Agency, 1941.

## CONSUMER PROGRAMS

"Use it up, wear it out,  
Make it do, or do without."

**PERSONNEL.** Adults, young people, interested in consumer problems.

**SERVICE TO—**Consumers.

**SERVICE OPPORTUNITIES.** Serve on War Price and Rationing Boards; assist in issuing ration cards, and in other special activities of these boards; assist in arranging for meetings for discussion and explanation of price control and rationing programs.

Work with Consumer Committee of the Defense Council to assemble and distribute information on supplies, substitutes, careful buying, and other consumer problems; analyze and summarize consumer reports; promote the setting up of exchanges for necessary articles made scarce by war; promote projects for sharing automobiles and other limited equipment; take part in food conservation programs which arrange for the collection of local food and vegetable surpluses and their distribution in fresh and preserved forms through school lunches and community kitchens.

Assist in arranging and holding consumer classes and discussions; assist in promoting such consumer projects as low cost and repaired furniture demonstrations, clothing clinics, and group buying plans.

**RECOMMENDED TRAINING.** In addition to the general introductory training in the community's war program, a basic course to prepare volunteers for work in consumer programs should be developed locally by the Consumer Committee of the local Defense Council. It should include a general orientation in consumer problems, the why and how of price control, maximum price regulations, and rationing, the methods of operation of the local war price and rationing boards, and special consideration to each commodity as it is rationed.

**RECOMMENDED READING.** "Volunteers in Consumer Programs." Office of Civilian Defense with the cooperation of the Consumer Division, Office of Price Administration, 1942.

"What War Time Price Control Means to You." Consumer Division, Office of Price Administration, 1942.

"Economics of the Home Front." Consumer Division, Office of Price Administration, 1942.

"Basic Speech on Price Control." Consumer Division, Office of Price Administration, 1942.

"The ABC of Ceiling Prices." Consumer Division, Office of Price Administration, 1942.

## HOUSING PROGRAMS

**"To bring our war production to its maximum level, all war workers must be housed; and to conserve critical materials, existing housing must be utilized to the fullest possible extent."**

**PERSONNEL.** Adults and young people, who are interested in housing.

**SERVICE TO—**Workers in war production industries and their families, families of men in the armed forces, farm workers in migratory labor camps, families in war production or military camp communities.

**SERVICE OPPORTUNITIES.** In Homes Registration Offices: aid in canvassing for and maintaining file of housing vacancies; interview persons desiring housing accommodations; inspect reported housing vacancies to ascertain whether condition and facilities meet necessary standards; assist in making housing surveys.

In municipal housing authorities or the Housing Committee of the Defense Council: assist in making surveys to determine housing needs; assist in the preparation of special reports.

In public housing projects and migratory labor camps: assist in recreation and social activities, conduct demonstrations in low-cost home furnishing and food preparation and service, assist in educational activities and child care services.

In housing associations: inspect housing and prepare reports on violations of local housing ordinances, assist in making surveys of housing conditions and needs.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in housing programs should be developed locally by the Housing Committee of the Defense Council and local housing agencies and approved by the Defense Council. The course should consist of lectures, discussions, and field observation under supervision, and should deal with such subjects as the national housing problem, federal agencies in the housing field, the local housing situation, minimum housing standards for health and safety, and local ordinances governing housing, health, billeting, and safety standards.

For work in a specific activity in the housing field special training may be required. For example, volunteers preparing for work in nursery schools

in housing projects should be required to take the Child Care course and may substitute this course for the basic course in housing.

**RECOMMENDED READING.** "War Production Board and National Housing Agency Policy for War Housing." National Housing Agency, 1942.

"Introduction to Housing—Facts and Principles," Edith Elmer Wood, 1939.

"Housing for Health," 1941. Committee on the Hygiene of Housing of the American Public Health Association, New Haven, Connecticut.

## RECREATION AND YOUTH GROUP SERVICES

"In time of war, when normal strains are multiplied many times, everyone needs recreation more than ever before."

**PERSONNEL.** Adults and young people with leadership ability and an interest in working with groups.

**SERVICE TO—**Soldiers on leave, war industry workers and their families, farm workers and their families, groups of young people in need of leadership for participation in the war effort or for their own development as responsible citizens in our democracy.

**SERVICE OPPORTUNITIES.** With Recreation Committees of local Defense Councils and with such agencies as public recreation departments, public school recreation centers, settlement houses, libraries, community centers, 4-H Clubs, Future Farmers of America, Boy Scouts, Girl Scouts, Campfire Girls, Junior Red Cross, YWCA, YMCA, and church groups; organize social events for men in the armed forces; supervise playgrounds; serve as game leaders, athletic coaches, and referees; conduct classes in swimming, tennis, gymnastics; make simple playground equipment; lead and instruct groups in woodwork, sewing, weaving, carpentry; provide and direct entertainment; lead club projects devoted to war effort; lead forum discussions and lecture groups.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in recreation and group work should be developed by the Recreation Committee of the Defense Council and local recreation and group work agencies, and approved by the Defense Council. The course should deal with the aims and philosophy of recreation and group work, with particular stress on their wartime application; various types of programs for all-age levels; and leadership and personal relationships involved in group work programs. If possible, training should be given in the minor skills of some of the program activities.

For work in a specific field of recreation or group work, special training may be required. For example, volunteers preparing to work in community center libraries should be required to take the library training course, and may substitute this for the basic course in Recreation and Group Work.

**RECOMMENDED READING.** "Volunteers in Recreation," Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

"Handbook for Recreation Leaders," by Ella Gardner, 1936.

"Neighborhood Activities in Country Communities," by Alfred G. Arnold—Extension Service, North Dakota Agricultural College, 1940.

"The Home Front in National Defense," Office of Defense Health and Welfare Services, 1941.

"Training Volunteers for Recreation Service," National Recreation Association, 1942.

## SCHOOL AND EDUCATION PROGRAMS

"What the schools do may prove in the long run to be more decisive than any factor in preserving the form of government we cherish."

**PERSONNEL.** Adults and young people who are interested in working in education.

**SERVICE TO—**School children, foreign-born adults desiring citizenship and Americanization training.

**SERVICE OPPORTUNITIES.** In public schools help make up wartime shortage of teachers by assisting in record keeping; assist home economics and agriculture teachers with supervision of home projects; coach handicapped or retarded children; assist with visiting homes of school children; assist in organizing and leading children's clubs and events; assist attendance officers in checking on reasons for children's absence from school; assist in school health department; assist in wartime activities for children, such as the Salvage for Victory program; assist in gardening projects; assist nutritionists in school lunch program; assist in nursery schools.

In groups and organizations—assist in organizing and teaching classes for foreign-born adults; assist in organizing and teaching special war subjects to adults.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic training course to prepare volunteers for work in schools and education programs should be developed by local leaders in the educational field, and approved by the Defense Council. The course should deal with subjects such as the wartime programs of the schools and the role of the schools in a democracy.

For work in some aspects of school programs, the basic course should be supplemented by special training. For example, volunteers preparing to work with after-school clubs, should be required to take the Recreation and Group Work course, modified as necessary to adapt it to after-school-age groups.

**RECOMMENDED READING.** "Morale" Civilian Morale Service, Office of Education, 1941.

"The Use of Volunteers—A Collection of Suggestions," National Citizenship Education Program, Office of Education, with the cooperation of the Department of Justice, and the Federal Works Agency, 1941.

"Education for Victory," Office of Education, Federal Security Agency. Bi-weekly.

"What the Schools Can Do," No. 4 of Education and National Defense Series, Office of Education, 1941.

## LIBRARY SERVICES

"A strong nation must be an informed nation. In total war, the library must play its part as center of war information."

**PERSONNEL.** Adults and young people interested in books.

**SERVICE TO**—Families living in housing projects and in trailer or farm workers' camps, men in the armed forces on leave, war workers needing technical and vocational book service, community leaders needing current war information.

**SERVICE OPPORTUNITIES.** In public school, college, university, and special libraries; assist in reference service at war information centers; assist in reading guidance in school and public libraries; assist in extending library service to war industries and outlying communities without such facilities; act as custodian of books in outlying communities; prepare books, pamphlets and materials for wartime emergency use; prepare clippings and other materials for war information centers; assemble and arrange book exhibits on subjects pertinent to the war; give expert advice on book selection in specialized fields such as aviation, civilian protection, nutrition; assist in Victory Book Drives; serve as part-time librarians at hospitals, health centers, and institutions.

**RECOMMENDED TRAINING.** In addition to the general introductory training in the community's war program, a basic course to prepare volunteers for work in library programs should be developed locally by representatives of libraries, and approved by the local Defense Council. It should deal with the war program of the library, the policies and functions, the procedures and routines of the library. This course may be supplemented by additional preparation for work in a specific aspect of library service.

**RECOMMENDED READING.** "Volunteers in Library Service," Office of Civilian Defense with the cooperation of the Library Service Division of the Office of Education and the Office of Defense Health and Welfare Services, 1942.

"The Public Library—A Peoples' University," by Alvin S. Johnson, American Association for Adult Education, 1938.

"Books, Libraries and You," by Jesse Boyd, Leo B. Blaisden, Carolyn Mott, and Gertrude Memmler, 1941.

"Morale," published by Civilian Morale Service, Office of Education, 1941.

## INFORMATION SERVICES

"Against the Nazi strategy of terror,  
Let us pit the strategy of truth."

**PERSONNEL.** Writers, speakers, artists, editors, radiomen, photographers, and other adults and young people.

**SERVICE TO**—Men in the armed forces, newcomers to war plant or military camp areas, civilians in general.

**SERVICE OPPORTUNITIES.** In the Speakers Bureau of the Defense Council—serve as director of Victory Speakers Bureau, serve as V Speaker.

On the Information Committee of the Defense Council—assist in publicizing the Nation's and the community's war program through writing, making exhibits and posters, organizing Town Meetings for War, showing films, arranging radio programs.

In Information Centers—assemble information on community facilities, recreation facilities, current amusements, restaurants and lodging; conduct information service for men on leave from the armed forces and newcomers to the community.

Organize and conduct discussion groups on war subjects.

**RECOMMENDED TRAINING.** General introductory training in the community's war program should be provided for all volunteers in information services. A special institute or training session for speakers should be prepared. For volunteers who will work in Information Centers a basic training course should also be developed locally, and approved by the Defense Council. This course should deal with such subjects as techniques of interviewing, meeting various types of people, use of the telephone, and community resources and agencies.

**RECOMMENDED READING.** "Local Civilian Defense Information Committees—A Suggested Plan of Organization," Office of Civilian Defense.

"Victory" published monthly by the Office of War Information.

"OCD News Letter," published by the Office of Civilian Defense.

"Divide and Conquer," Office of Facts and Figures, 1942.

"A Manual for Speakers," Office of Civilian Defense, 1942.

## NEIGHBORHOOD OR BLOCK LEADERS

"The frontier was won by neighborliness—by everyone helping everyone else. This war also will be won by neighborliness—by families sharing their strength to make the community strong and the nation strong."

**PERSONNEL.** Adults and young people who have satisfactorily completed the basic training course.

**SERVICE TO—**Civilians on the home front, urban or rural.

**SERVICE OPPORTUNITIES.** Serve on Executive Committee of Neighborhood Leaders organization—approving requests for services of neighborhood leaders for promoting special war projects and programs.

Serve as Neighborhood or Block Leader—helping to keep neighbors informed about the war and stimulating neighbors to participate in the war effort; direct neighborhood contact in promoting and assisting special war programs such as salvage, sale of war bonds and stamps, car sharing clubs, and other community war services.

**RECOMMENDED TRAINING.** In addition to an introductory training course in the community's war program, a basic course to prepare volunteers to serve effectively as neighborhood or block leaders should be developed locally by agencies such as the Extension Service of the Department of Agriculture, local group work agencies or the Defense Council directly. The basic training course must be approved by the Defense Council. It should deal with such subjects as leadership training; principles of democratic leadership and participation; organizational plan for carrying out the neighborhood or block leaders' plans; specific activities; means of determining effectiveness of neighborhood or block leaders.

**RECOMMENDED READING.** Report of National Conference of Voluntary Local Leadership, March 19 to 21, 1942, Division of Field Studies and Training, Extension Service, U. S. Department of Agriculture.

"The Block Plan of Organization for Civilian War Services in Local Defense Councils," Office of Civilian Defense, 1942.

## OTHER WARTIME SERVICES

"To get the material out, the food up, the money where it will best fight for victory—to keep the people strong and healthy behind their armies—that's the civilian's job."

The jobs outlined in the preceding pages are suggestive of the types of volunteer service needed in the Service Corps. Other essential wartime jobs are available in many communities, and no attempt has been made to describe all of them in this pamphlet. Following, however, are some of the essential community war services not outlined in detail in the previous pages.

**PERSONNEL.** Skillful, willing workers regardless of age.

**SERVICE OPPORTUNITIES.** Transportation—assist in promoting and conducting car-sharing and other transportation-saving programs, assist local transportation administrator or transportation committee.

Victory garden programs—assist in organization and supervision; serve on Planning Committee; help in community garden; help in harvesting, storing, or preserving of vegetables and fruits for school and community uses.

In War Chests—Organize, solicit and assist with publicity for community war chests or united community campaigns for essential local services.

Other services such as knitting and sewing, serving as member of Red Cross production corps to make dressings for Army and Navy.

**RECOMMENDED TRAINING.** The skills necessary for these war services are generally those which are more easily acquired by practice than by training. Therefore, no specific training course is suggested beyond what is necessary for a general understanding of a community's war problems and the aims and activities of the Service Corps. Workers will ordinarily win membership in the Service Corps by virtue of 50 hours' service.



**END OF  
TITLE**